

PERSONNEL SECURITY

Proponent For Inspection: **MANSSEN G2**

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall/CMDT Rating: **T P U**

REFERENCES: **a. AR 380-5, Information Security, 29 Sep 00**

b. AR 380-67, Personnel Security, 9 Sep 88

c. DAMI-CD, Changes to Procedures re: Submission of Personnel Security Investigations (PSIs); and the Use of the Joint Personnel Adjudication System (JPAS) Oct 05

d. JPAS/JCAVS Desktop Resource – Most current edition f. eQip Security Manager and Applicant Handbook

e. ATZT-IS-S, Letter of Instruction (LOI) for Mandatory use of the Electronic Questionnaires for submission for personnel security investigation (PSI) to OPM 27 Jun 07

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
A. Security Manager Responsibilities and Training CRITICAL				
1. Does the Security Manager maintain the appropriate references listed above: online or hardcopy?	CG/CMDT			
2. Has the head of the activity appointed in writing a properly cleared official to serve as Security Manager? (AR 380-5, Para 1-6) Current duty appointment orders available – yes or no?	CG/CMDT			
3. Does the unit have trained JPAS account users and maintain a copy of certificates of Training? (DAMI-CD Memo, Changes to Procedures re: Submission of Personnel Security Investigations (PSI's), and the use of the Joint Personnel Adjudication System (JPAS), Oct 05).	CG/CMDT			
4. Does the unit maintain a copy of last annual security inspection conducted by their Higher Headquarters? (380-5, Par 1-24)	CG/CMDT			
B. Personnel Security CRITICAL				
1. Does the unit maintain a verified Security Clearance and Access Roster (SCAR) to ensure the appropriate clearances of all assigned personnel have been properly recorded to Include position sensitivity? (AR 380-5, para 1-7C) (AR 380-67 Par 3-102)	CG/CMDT			
2. Has unit submitted periodic reinvestigations on personnel whose security clearance investigation dates are over 5 years for Top Secret and 10 years for Secret? How is this tracked? (AR 380-67, Chapter 3 and reference d. above)	CG/CMDT			
3. JPAS: Does the unit maintain a Joint Personnel Adjudication System (JPAS) account, ensuring all assigned personnel are properly in and out-processed in the system? (DAMI-CD Memo, Changes to Procedures re: Submission of Personnel Security Investigations (PSI's), and the use of the Joint Personnel Adjudication System (JPAS), Oct 05).	CG/CMDT			
4. Does the Joint Personnel Adjudication System (JPAS) record for personnel who are authorized access to classified information reflect a signed a Non-Disclosure Agreement (SF 312) and the appropriate (level of access in the "US Access Column")? (DAMI-CD Memo, Changes to Procedures re: Submission of Personnel Security Investigations (PSI's), and the use of the Joint Personnel Adjudication System (JPAS), Oct 05)	CG/CMDT			

PERSONNEL SECURITY

5. Incident Reports: Does the unit maintain records of unfavorable information (MP Blotter, UCMJ actions, LOI's etc.,) reported through G2? How is the S-2 notified and how are the Following actions submitted? (AR 380-67, Chp 8) NON-CRITICAL	CG/CMDT			
a. Is Central Clearance Facility notified via JPAS, when credible derogatory information about a member of the command is learned? (AR 380-67 Chapter 8-101 b (1))	(CG/CMDT)			
b. Are supporting documents provided to G2 for forwarding to Central Clearance Facility In a timely manner – follow-up reports will be submitted at 90-day intervals if the commander has not taken final action? (AR 380-67 Chapter 8-101 b (2))	(CG/CMDT)			
c. Does the incident report reflect the Commander's recommendation, the name, grade, title of Security Manager and was the report provided through G2 to Army CCF?	(CG/CMDT)			
6. Letters of Intent (LOI): When the Commander receives a Letter of Intent (LOI) to deny or Revoke an individual's security clearance, how do you:	(CG/CMDT)			
a. Suspend local access, ensure individual is provided the LOI, obtain their signature on the Statement of Reasons and Statement of Intention (IACF-AD FL 61), and return it to G2 in a timely manner so Army CCF is notified? (AR 380-67 Chapter 8)	(CG/CMDT)			
b. Ensure Individual's rebuttal is submitted to Army CCF within 60 days after they sign the IACF- AD FL 61? How is this tracked?	(CG/CMDT)			
c. When a Security Manager/CDR receives an LOI concerning a person who is no longer assigned to the command, does the Security Manager/CDR notify G2 and provide G2 with a copy of PCS/ETS orders?	(CG/CMDT)			
7. Request to Research/Upgrade Eligibility (RRUs): Is an RRU submitted (via JPAS) to CCF When a final clearance is not received within 180 days of the completions of the requisite Investigation? (Joint Personnel Adjudication System (JPAS), Oct 05)	(CG/CMDT)			
8. eQIP: When initiating an investigation via eQIP how do you: ATZT-IS-S, Letter of Instruction (LOI) for Mandatory use of the Electronic Questionnaires for Investigations Processing (eQIP) of the Standard Form (SF86) within the MANSCEN, dtd 27 Jun 06 and AR 380-67 Para 3.	(CG/CMDT)			
a. Conduct a local records check with the PMO, GLWACH, OPF and Security, to include Verification of citizenship?	(CG/CMDT)			
b. Submit SF86 thru G2 for review and approval prior to releasing eQIP in JPAS?	(CG/CMDT)			
c. Signature sheets – SF86 certification, Info release and medical release (when required) Uploaded (preferred) or faxed, and if required fingerprints submitted live-scan?	(CG/CMDT)			
d. Verify in JPAS – SII Index, that investigation has been scheduled vs. received?	(CG/CMDT)			
9. Does the Security Manager safeguard personnel security information, investigative reports and restrict access? IAW Chapter 10, AR 380-67.	(CG/CMDT)			
10. Does the Security Manager conduct recurring personnel security inspections of subordinate unit/activities and maintain evaluation records? (AR 380-67, Para 11-103)?	(CG/CMDT)			
Inspector Notes:				